

**M e m o r a n d u m**

Date: January 8, 2010

To: Office of Community Outreach and Recruitment

Attention: Sergeant J. James

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Office of Community Outreach and Recruitment was conducted on October 8, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including weapons, was completed by the Property Inspector (PI) on December 2, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, and weapons (see Attachments B, C, and D). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 128 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm 5$  percent error rate provided a total stratified sample size of 43 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

January 8, 2010

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	91	71.09%	29.86	30
<b>Telecommunications</b>	27	21.09%	8.86	9
<b>Fleet</b>	0	0.00%	0.00	0
<b>Weapons</b>	10	7.81%	3.28	4
<b>Total</b>	128			43

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 34 of the 43 items were located. Three items could not be located (Projector DLP, Voice Recorder Digital, and Battery Charger – Radio) and six items were transferred out of the command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 33 of the 50 items reconciled. Twelve items were transferred to another command and five items were not listed on the appropriate OPI inventory lists. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Assistant Commissioner, Leadership Development and Communications by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Office of Community Outreach and Recruitment

Page 3

January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is fluid and cursive, with the last name "Santiago" being more prominent.

M. C. A. SANTIAGO, CIG  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Leadership Development and Communications  
Fiscal Management Section  
Telecommunications Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
OFFICE OF COMMUNITY OUTREACH AND RECRUITMENT - 015  
December 2, 2009**

**ATTACHMENT A**

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
FACSIMILE MACHINE	119047				X		Item transferred to Supply Services Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159024				X		Item transferred to Golden Gate Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159026				X		Item transferred to Coastal Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159027				X		Item transferred to Central Division- Recruitment Unit, signed CHP 266 attached.
PROJECTOR DLP	162248	X					Item not located.
VOICE RECORDER DIGITAL	162534	X					Item not located.
PROJECTOR LCD	163133				X		Item transferred to Border Division- Recruitment Unit, signed CHP 266 attached.
PROJECTOR LCD	163138				X		Item transferred to Northern Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159016				X		Item transferred to Central Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159019				X		Item transferred to Northern Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159020				X		Item transferred to Northern Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159021				X		Item transferred to Valley Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159022				X		Item transferred to Valley Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159023				X		Item transferred to Golden Gate Division- Recruitment Unit, signed CHP 266 attached.
TELEVISION W/ DVD PLAYER LCD HD	159025				X		Item transferred to Coastal Division- Recruitment Unit, signed CHP 266 attached.

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
OFFICE OF COMMUNITY OUTREACH AND RECRUITMENT - 015  
December 2, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
PROJECTOR LCD	163131				X		Item transferred to Inland Division-Recruitment Unit, signed CHP 266 attached.
PROJECTOR LCD	163132				X		Item transferred to Coastal Division-Recruitment Unit, signed CHP 266 attached.
PROJECTOR LCD	163134				X		Item transferred to Southern Division-Recruitment Unit, signed CHP 266 attached.
PROJECTOR LCD	163137				X		Item transferred to Valley Division-Recruitment Unit, signed CHP 266 attached.
TELEVISION MONITOR	87569				X		Item transferred to Supply Services Unit, signed CHP 266 attached.
COMPUTER	157856		X				Item located on-site. Database lists item at Research and Planning Section.
COMPUTER	157859		X				Item located on-site. Database lists item at Research and Planning Section.
COMPUTER	157860		X				Item located on-site. Database lists item at Research and Planning Section.
COMPUTER	157861		X				Item located on-site. Database lists item at Research and Planning Section.
Battery Charger - Radio	R71289	X					Item not located.
Control Head - Mobile	R76825		X				Item located on-site in vehicle 1239780. Database lists item at Telecommunications Warehouse.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**OFFICE OF COMMUNITY OUTREACH AND RECRUITMENT - 015**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1	116412	RADAR, VEHICLE	044675	X				Item transferred to Supply Services Unit, signed CHP 266 attached.
2	119047	FACSIMILE MACHINE	04103100			X		
3	131993	SCANNER	CN27HN71FH	X				
4	139365	LAPTOP	0035500248	X				
5	142298	DVD PLAYER	170K1719	X				
6	144903	CANOPY		X				
7	144968	CANOPY		X				
8	147704	PRINTER	JPRLB38928	X				
9	147955	COMPUTER	2UA6450D9M	X				
10	147977	LAPTOP	LVP1726	X				
11	148733	COMPUTER	2UA70905D9	X				
12	148967	PRINTER	JPTLD03793	X				
13	157959	PRINTER	CNRXG88093	X				
14	158289	TELEVISION / DVD COMBO	8B23A0481AC	X				
15	158935	CAMERA DIGITAL	FH7KD90566	X				
16	159024	TELEVISION W/ DVD PLAYER LCD HD	057680203140			X		Item transferred to Golden Gate Division- Recruitment Unit, signed CHP 266 attached.
17	159026	TELEVISION W/ DVD PLAYER LCD HD	057680203165			X		Item transferred to Coastal Division- Recruitment Unit, signed CHP 266 attached.
18	159027	TELEVISION W/ DVD PLAYER LCD HD	057680203213			X		Item transferred to Central Division- Recruitment Unit, signed CHP 266 attached.
19	159028	TELEVISION W/ DVD PLAYER LCD HD	057680203149	X				
20	160087	LIDAR SPEED ENFORCEMENT SYSTEM	TS000678	X				
21	160695	COMPUTER	MXL8231B7Q	X				
22	160748	COMPUTER	MXL8231B6T	X				

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION



**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**OFFICE OF COMMUNITY OUTREACH AND RECRUITMENT - 015**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
23	160751	COMPUTER	MXL8231B9V	X				
24	162248	PROJECTOR DLP	Q89N820AAAAAC013		X			Item not located.
25	162534	VOICE RECORDER DIGITAL			X			Item not located.
26	163133	PROJECTOR LCD	JWUF817640L			X		Item transferred to Border Division- Recruitment Unit, signed CHP 266 attached.
27	163138	PROJECTOR LCD	JWUF817635L			X		Item transferred to Northern Division- Recruitment Unit, signed CHP 266 attached.
28	165530	COMPUTER	MXL83907L5	X				
29	165629	COMPUTER	MXL83907Q2	X				
30	87570	VCR	11264134	X				
<b>EQUIPMENT TO INVENTORY LIST</b>								
1	109283	PRINTER	USMB366506	X				
2	125874	LAPTOP	0028488871	X				
3	126220	DVD PLAYER	2236169	X				
4	131984	DIGITAL CAMERA		X				
5	131994	SCANNER	CN2B1N31FT	X				
6	132147	LAPTOP VAIO GRT270K4 P4/2.6	3000018	X				
7	138731	PROJECTOR		X				
8	140424	PROJECTOR, COLOR VIEW		X				
9	143437	COMPUTER	2UB54603H6	X				
10	144836	PHOTOSMART	MY24H140K4	X				
11	148471	SCANNER	CN626T70VP	X				
12	149077	PRINTER	CNRXG67709	X				
13	150203	TV/DVD/VCR COMBO	BAC365003070	X				
14	157678	COMPUTER	2UA8060CSR	X				

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
OFFICE OF COMMUNITY OUTREACH AND RECRUITMENT - 015**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
15	157713	COMPUTER	2UA8060CQQ	X				
16	157718	COMPUTER	2UA8060CQN	X				
17	159016	TELEVISION W/ DVD PLAYER LCD HD	057680203130				X	Item transferred to Central Division-Recruitment Unit, signed CHP 266 attached.
18	159019	TELEVISION W/ DVD PLAYER LCD HD					X	Item transferred to Northern Division-Recruitment Unit, signed CHP 266 attached.
19	159020	TELEVISION W/ DVD PLAYER LCD HD					X	Item transferred to Northern Division-Recruitment Unit, signed CHP 266 attached.
20	159021	TELEVISION W/ DVD PLAYER LCD HD	057680203214				X	Item transferred to Valley Division-Recruitment Unit, signed CHP 266 attached.
21	159022	TELEVISION W/ DVD PLAYER LCD HD	057680203371				X	Item transferred to Valley Division-Recruitment Unit, signed CHP 266 attached.
22	159023	TELEVISION W/ DVD PLAYER LCD HD	057680203224				X	Item transferred to Golden Gate Division-Recruitment Unit, signed CHP 266 attached.
23	159025	TELEVISION W/ DVD PLAYER LCD HD	057680203238				X	Item transferred to Coastal Division-Recruitment Unit, signed CHP 266 attached.
24	159591	DIGITAL CAMERA	5026124809	X				
25	160704	COMPUTER	MXL8231B0C	X				
26	160724	COMPUTER	MXL82319YQ	X				
27	160747	COMPUTER	MXL8231B27	X				
28	160863	COMPUTER	MXL8231B8Y	X				
29	160943	COMPUTER	MXL8250CTM	X				
30	160944	COMPUTER	MXL8250CTS	X				
31	160947	COMPUTER	MXL8250CTN	X				
32	162438	CANOPY POP-UP TENT ROYAL BLUE		X				
33	163131	PROJECTOR LCD	JWUF817952L				X	Item transferred to Inland Division-Recruitment Unit, signed CHP 266 attached.
34	163132	PROJECTOR LCD	JWUF817617L				X	Item transferred to Coastal Division-Recruitment Unit, signed CHP 266 attached.
35	163134	PROJECTOR LCD	JWUF817647L				X	Item transferred to Southern Division-Recruitment Unit, signed CHP 266 attached.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
OFFICE OF COMMUNITY OUTREACH AND RECRUITMENT - 015**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
36	163137	PROJECTOR LCD				X		Item transferred to Valley Division-Recruitment Unit, signed CHP 266 attached.
37	163694	COPIER / PRINTER DIGITAL MULTI-FUNCTIONAL	X					
38	164061	COPIER DIGITAL BLACK & WHITE / COLOR	X					
39	165630	COMPUTER	X					
40	166342	PRINTER	X					
41	87569	TELEVISION MONITOR				X		Item transferred to Supply Services Unit, signed CHP 266 attached.
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>								
1	157856	COMPUTER			X			Item located on-site. Database lists item at Research and Planning Section.
2	157859	COMPUTER			X			Item located on-site. Database lists item at Research and Planning Section.
3	157860	COMPUTER			X			Item located on-site. Database lists item at Research and Planning Section.
4	157861	COMPUTER			X			Item located on-site. Database lists item at Research and Planning Section.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
OFFICE OF COMMUNITY OUTREACH AND RECRUITMENT - 015**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	R43763	Mobile Radio	C2101F	E958670	X					
2	R54468	Scanner	1239780	45006733	X					
3	R57664	Control Head - Mobile	C2101F	E958670	1559259	X				
4	R61698	Hand-Held Radio	14714	402AWUG111	X					
5	R62319	Hand-Held Radio	15423	MM 09-022	402AWW5801	X				
6	R67185	Hand-Held Radio	15659	051 AREI09	402AXA3892	X				
7	R70799	Battery Charger - Radio			X					
8	R71289	Battery Charger - Radio				X				Item not located.
9	R87051	Mobile Repeater	1247952	735629	X					
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	R40940	Mobile Radio	1239780	9523434	X					
2	R45380	Mobile Repeater	1239780	7629299	X					
3	R47253	Mobile Repeater	C2101F	E958670	X					
4	R90082	Scanner	1247952	Visteon	316Z44000494	X				
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>										
1	R76825	Control Head - Mobile	1239780				X			Item located on-site in vehicle 1239780. Database lists item at Telecommunications Warehouse.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

Department of California Highway Patrol  
Complete Area Inventory  
015 - Community Outreach & Recruitment

ATTACHMENT D

November 23, 2009

Officer Issued Weapons

Issued to officer					<u>Comments</u>
<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Issued to Area/Division			<u>Comments</u>
<u>Ser#</u>	<u>Control#</u>		
Y	[REDACTED]	[REDACTED]	

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

## OTHER SUPPORTING DOCUMENTS



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## CREDIT MEMO - EQUIPMENT

CHP 266 (Rev. 10-07) OPI 076

☒ Return   ☐ Repair   ☐ Transfer  
☐ Loan, return by: \_\_\_\_\_

file  
015-01

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
OCOR (Formerly RPS 051)	015	Irma Roediger	9/2/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Supply Services Warehouse	076		
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):			

## EQUIPMENT

**MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.**

[illegible]

**Destroy Previous Editions**

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

☐ Return   ☐ Repair   ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

015-02

FROM: (COMMAND NAME)		LOCATION CODE	PREPARED BY	DATE
Office of Community Outreach and Recruitment		015	Jean M. Hoatson	06/01/2008
TO: (COMMAND NAME)		LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Golden Gate Division- Recruitment Unit		301	3	
SHIPPED VIA			DRIVER'S SIGNATURE	
<input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):				

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

☐ Return ☐ Repair ☒ Transfer  
☐ Loan, return by:

015-03

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Office of Community Outreach and Recruitment	015	Jean M. Hoatson	06/01/2008
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Coastal Division- Recruitment Unit	701	3	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input checked="checked" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):			

## MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

☐ Return   ☐ Repair   ☒ Transfer

☐ Loan, return by: \_\_\_\_\_

015-04

FROM: (COMMAND NAME)		LOCATION CODE	PREPARED BY	DATE
Office of Community Outreach and Recruitment		015	Jean M. Hoatson	06/01/2008
TO: (COMMAND NAME)		LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Central Division- Recruitment Unit		401	3	
SHIPPED VIA			DRIVER'S SIGNATURE	
<input checked="checked" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):				

## EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]





**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

015-06

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Office of Community Outreach and Recruitment	015	J. Kivi	09/08/2008
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Northern Division - Recruitment Unit	101	1	
SHIPPED VIA <input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify).		DRIVER'S SIGNATURE	

## EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

015-07

**EQUIPMENT**  
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE)

PRINTED NAME

DATE \_\_\_\_\_

AUTHORIZED BY

### Destroy Previous Editions

c266\_208.lrp

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

015-08

**EQUIPMENT**  
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

c266\_208.jpg



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### CREDIT MEMO - EQUIPMENT

CHP 266 (Rev. 10-07) OPI 076

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

☐ Return   ☐ Repair   ☒ Transfer☐ Loan, return by:

015-09

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Office of Community Outreach and Recruitment	015	J. Kivi	09/08/2008
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Inland Division - Recruitment Unit	801	1	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):			

## EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

### Destroy Previous Editions

c266 208 frp

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

015-10

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Office of Community Outreach and Recruitment	015	J. Kivi	09/08/2008
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Coastal Division - Recruitment Unit	701	1	
SHIPPED VIA <input checked="checked" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):		DRIVER'S SIGNATURE	

## MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE)

PRINTED NAME

Heather Mangus

DATE \_\_\_\_\_

**AUTHORIZED BY**

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

015-11

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
	Antonio Garrett	9/10/08	

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

015-12

FROM: (COMMAND NAME)		LOCATION CODE	PREPARED BY	DATE
Office of Community Outreach and Recruitment		015	J. Kivi	09/08/2008
TO: (COMMAND NAME)		LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Valley Division - Recruitment Unit		201	1	
SHIPPED VIA			DRIVER'S SIGNATURE	
<input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):				

## EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

015-13

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

**Asset Information**

Asset # 157856

SN 2UA8080XTB

Model # DC7800

Description COMPUTER

Vendor Name WESTERN BLUE

Warranty End 07-MAR-2011

Asset Key COMPUTER.DC7800.NONE

Location 051.00.00.0

Vehicle #

Assigned to Vehicle LC#

ITEM LOCATED  
AT 015.  
At 12/2/09



015-14

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

**Asset Information**

**Asset #** 157859

**SN** 2UA8080XTH

**Model #** DC7800

**Description** COMPUTER

**Vendor Name** WESTERN BLUE

**Warranty End** 07-MAR-2011

**Asset Key** COMPUTER.DC7800.NONE

**Location** 051.00:00:0

**Vehicle #**

**Assigned to Vehicle LC#**

ITEM LOCATED  
AT 015.  
12/2/09

015-15

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

**Asset Information**

**Asset #** 157860

**SN** 2UA8080XTK

**Model #** DC7800

**Description** COMPUTER

**Vendor Name** WESTERN BLUE

**Warranty End** 07-MAR-2011

**Asset Key** COMPUTER.DC7800.NONE

**Location** 051.00:00.0

**Vehicle #**

**Assigned to Vehicle LC#**

ITEM LOCATED  
AT 015.  
12/2/09

015-16

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

**Asset Information**

**Asset #** 157861

**SN** 2UA8080XT9

**Model #** DC7800

**Description** COMPUTER

**Vendor Name** WESTERN BLUE

**Warranty End** 07-MAR-2011

**Asset Key** COMPUTER.DC7800.NONE

**Location** 051.00.00.0

**Vehicle #**

**Assigned to Vehicle LC#**

ITEM LOCATED  
AT 015.  
12/2/09



015-17

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R76825

SN

Model # S810

Description RADIO MOBILE CONTROL HEADS

Vendor Name

Warranty End

Asset Key RADIO MOBILE CONTROL HEADS.S810.NONE

Location 047T.00.00.0

Vehicle #

Assigned to Vehicle LC#

ITEM LOCATED  
IN VEHICLE  
1239780. H. 12/2/09